Getting Started with Credit for Prior Learning

Pursuing postsecondary education is a great decision! Credit for prior learning (CPL) from military experience, workplace training, or professional certifications can help you achieve your academic and professional goals.

Use the information on this checklist as you navigate college and university policies toward a certificate or degree. This information is intended to be a brief guide; you should contact any potential colleges or universities that you are interested in attending for more comprehensive steps to take.

❑ CALCULATE COST

It is important to understand the total cost of a college or university you are interested in attending. Certain degree programs may have additional fees beyond tuition. Discuss the full cost of completing your credential with an admissions counselor or academic adviser before enrolling.

❑ DETERMINE YOUR BENEFITS

You may have financial benefits available to help cover the cost of higher education. Some possible financial aid resources are the Department of Veterans Affairs' GI Bill, the Department of Education's Free Application for Federal Student Aid (FAFSA), and military- or employer-sponsored tuition assistance programs. Many organizations also offer scholarships. You can use a combination of these resources to pay for college- or university-related expenses. There are deadlines for each type of financial benefit—be sure to talk to the admissions, veterans, or financial aid offices at your college or university for guidance to ensure that you maximize all available benefits.

❑ APPLY FOR ADMISSION

Before you can start taking classes, you must first be admitted to a college or university. You can find information about most admission policies online, and many colleges also have an online application process. Depending on the college or university in which you are interested, you may need to submit additional materials. Each program at a college or university will have specific admission deadlines. Contact the admissions offices at your desired colleges or universities to get started.

❏ FIND YOUR ADVISER

Academic advisers are counselors who are employed by colleges and universities to help explain the requirements for your program, assist in transferring any credits you may have, and provide academic advice. If you are a service member or veteran, most colleges and universities also employ a Department of Veterans Affairs School Certifying Official (SCO) or have an established veterans office on campus for additional support.

❏ TRANSFER CREDITS

Put your learning to work with ACE Learning Evaluations! Many colleges and universities utilize transfer credits to apply experience and courses you've already taken toward your new degree or certificate. Not every college accepts CPL for transfer credit. Before choosing a program and applying for admission, be sure to review the college or university's transfer credit policy. Deadlines may exist for transferring credit.

If your college or university offers transfer credit, send all of your prior transcripts to your academic adviser or admissions counselor for consideration. You may have transfer credit available from multiple sources:

- Previous colleges or universities attended (contact each college or university for a transcript)

- Corporate training, apprenticeships, or general education endorsed by ACE (ACE Transcript, powered by Credly)

- College-Level Examination Program (CLEP), Advanced Placement (AP), or Defense Subject Standardized Test (DSST) examinations

- Military training or occupations (Joint Services Transcript (JST))

❏ ASK FOR HELP

ACE Learning Evaluations is ready to answer your questions about receiving ACE recommendations, accepting and utilizing ACE-endorsed transcripts and badges, and applying credits to education and employment opportunities. Our online help centers include resources and answers to frequently asked questions.

If you are unable to find the answer to your question online, please contact credit@acenet.edu and a member of our team will assist you.

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